



City of Fayetteville

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CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

April 12, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: April 4th through April 10th

CITY ADMINISTRATION

- Organized and emailed the Quality of Life Subcommittee information regarding the April 15th meeting. This committee is part of the Place Committee that is part of the overall Fayette Visioning Initiative.
- Prepared for the management team meeting held on Wednesday, April 6th.
- Handled numerous inquiries from citizens regarding the proposed Apartment Development on Lafayette Avenue as well as handling some personnel issues.
- Coordinated with the staff of Stevenson & Palmer Engineering regarding their assessment of the Water and Sewer operations.
- Held a meeting with Brooke Holbert from Retail Strategies on Tuesday, April 5th to discuss the possibility of the City using their firm to provide commercial retail strategies for economic development purposes. The City will be putting an RFP in the near future for this service.
- Held a management team meeting on Wednesday, April 6th to give the managers/supervisors an overview of expectations as well as discussion on areas where there could be improvement.
- Attended a meeting with Miles Hill, developer of the new Apartment complex at the Villages. Mr. Hill was updated on the Downtown Master Plan and other proposed developments throughout the City.
- Held a meeting with Scott Gallacher, as resident of Fayette County, on Thursday, April 7th to discuss the Downtown Master Plan and ways he could provide help with our many initiatives here at the City.
- Attended a meeting with our new health insurance broker EPIC on Thursday, April 7th to discuss the feasibility of self-funding. Also in attendance were Assistant City Manager Alan Jones, Finance & Administrative Services Director Mike Bush, Assistant Director Carleetha Talmadge, and Human Resources Manager Barbara Dudley.

- Held a meeting with Public Services Chris Hindman on Friday, April 8th to discuss organizational issues.
- Attended a meeting with Janelle Jones with Millennial Roundtable on Friday, April 8th. She presented a concept for the engagement of Millennials organized through her company with a fee charged to the City. A committee would be created to oversee Millennial participation within the community.
- Held a meeting with Michael Mumper on Friday, April 8th to discuss the May e-newsletter preparation as well as other social media items. Also in attendance was IT Director Kelvin Joiner.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continue to work on the DCA Financial Report for submittal.
- Cleaning up of 2016 Budget departmental line items.
- Continue to train Danielle on the RFP process:
 - 2016 Storm Drain Lining Project was posted 3-30-16 and is due 4-28-16.
 - Fleet Management Services to go out 4-6-16 and is due 5-5-2016.
 - Fayette County High School Drainage Improvements was posted 4-6-16 and due 5-5-16.
- Working on the following bids:
 - Printing and Mailing services for Utility Billing
 - Cleaning Services
- The bid opening for Banking Services was held on Wednesday, April 6th with the following three responses:
 - United Community Bank
 - BB&T
 - SunTrust
- ** Staff is in the process of reviewing the bids **
- Working on the FY2017 Budget.
- Supplying answers to the Department of Audits and Accounts.

Accounts Payable

- Keyed payment data for 98 invoices and processed payments to 65 vendors.
- Prepared 74 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received seven (7) new business applications.
- Issued seven (7) new business licenses.
- Collected \$42,965.63 for 2015 delinquent and new licenses.
- Collected \$2,663.28 from Alcohol Beverage Sales.
- Collected \$14,518.49 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Payroll

- QBA Gross Earnings Report for Pay Date: 4/7/16
 - Check Count: 146
 - Regular Weekly Payroll: 1
- Total Payroll: \$175,437.19

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$25,657.41 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 32 new customers.
- Billed out for 1,625 customers.
- Received \$88,565.45 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
 - Cut off report generated for cycle 5 on 04/06/16 resulted in 87 delinquent accounts.
 - Out of the 87 accounts, 56 were called and 27 received a tag through the mail due to bad or no phone numbers.
 - Account Clerks received about 7 calls from these customers.

Human Resources

- Personnel Issues
- Held a disciplinary committee meeting
- Fire Department: 1 Full-time Fire Fighter I Hired
- Fire Department: 1 Part-time Job share Resignation
- Employment Opportunities:
 - Police Officer I and II: Opened 3/7/16 – 4/8/2016
 - Accreditation Manager: Opened 3/28/16 – 4/30/2016
- Resumes Submitted
 - Police Offer: 3
 - Accreditation Manager: 0
- ACA 1095 C forms released to employees
- Insurance renewal discussion begin
 - Feasibility study for going self-funded

Court

- # of citations received: **131**
- # of warrants issued (FTA & VOP): **0**
- # of citations (FTA) sent to DDS: **0**
- # of scheduled arraignment cases: **0**
- # of scheduled trial cases: **0**
- Total amount collected for the week: **\$41,200.50**

Information Technology

- GIS Projects
 - Researched different methods for sign inventory creation and maintenance.
 - Completed on map data for ARC, information sent to ARC.
 - Working with Chris Hindman, creating data and maps for ISO.

- Technology Projects
 - Financial GL data conversion project is in progress and has been sent to New World Systems for error checking.
 - Voicemail server upgrade is 90% completed.
 - Started converting asset financial data for New World Systems.
 - Drafted an RFP for a new City website and rebranding. City Manager is reviewing.
- Police Technology Projects
 - Downloaded 40 Body Cameras.
 - Rebuilt 3 mobile data computers for officers in vehicles.
- Open Records Request
 - DVD Request of traffic stops and investigations: **19**
- Web Site Visits for the Week
 - Total pages viewed: **10,547**
 - Total unique pages viewed: **7,700** (Excludes Repeated Pages viewed)
- Average time spent on each page: **55 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,645	15.60%
2.	Jobs	599	5.68%
3.	Government	487	4.62%
4.	Events	338	3.20%
5.	Search Results	258	2.45%
6.	Job Applications	252	2.39%
7.	Downtown Master Plan	250	2.37%
8.	On-Line Payments	248	2.35%
9.	Residents	246	2.33%
10.	Police	219	2.08%
- Facebook Insights
 - Total Page Likes (Fans) **16**
 - Total Reached **791**
 - People Engaged **136**
 - Fans
 - Women **77%**
 - Men **23%**

COMMUNITY & ECONOMIC DEVELOPMENT

Planning & Zoning

- Received the Bishop-Thiem development plans for a dewatering facility.
- Received a rezoning application for a 250-unit apartment development and future medical office across from hospital.
- Received development plans for Bath & Body Works renovations at The Pavilion.
- Received a ROW waiver for the hospital intersection improvement project from GDOT. This will shave about 90 days off of the project timeline, and is scheduled for completion in 2017.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Event preparations for the Taste of Fayette, Lunch on the Lawn, Suds on the Square and other Upcoming Events.

DDA

- Selection of new t-shirts to sell in HDF gift shop, designed locally by Southern Ground.

Building

- Number of Building Inspections Performed: **63**
- Number of Permits Issued: **14**
 - **3:** Building
 - Commercial Repair/Remodel: **1**
 - Commercial New: **0**
 - Residential Repair/Remodel: **2**
 - Residential New: **0**
 - **0:** Demolition
 - **1:** Mechanical
 - **0:** Utility Restoration
 - **1:** Foundation Only
 - **3:** Electrical
 - **3:** Plumbing
 - **0:** Land Disturbance
 - **2:** Fence
 - **0:** Pool
 - **1:** Low Voltage
 - **0:** Construction Trailer
- Plans Received: **3**
 - Commercial Repair/Remodel: **2**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **1**

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)**Public Works**

- Cleaned City Hall and the Police Department.
- Cut and maintained the following areas:
 - Jeff Davis Drive N
 - Jimmy Mayfield
 - Highway 54 W
 - Highway 54 E
 - Highway 85 S
 - Lee Street
 - Grady Avenue
 - Bradford Square

- Southern Ground Amphitheater
- Tack seal coated Innisbrook Way.
- Repaired potholes on Grady Avenue at Highway 85.

Sewage Department

- Average daily flow treated is 2.542 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 1 sewer backup complaints.

Stormwater

- Repaired a sinkhole at 350 Ridgewood Drive.
- Maintained the retention area at Weatherly Drive.
- Cleaned out the catch basins at Georgia Avenue and Creek Wood Trail.

Water Department

- Average daily flow of 1.156 of system demand.
- Repaired 4 water leaks.
- Changed out 1 water meter valve.
- Installed 1 new meter.
- Flushed hydrants at 2 locations.

Utility Locates

- Located the water and sewer for 58 utility locate tickets.

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Criminal Trespass**: Patrol units responded to the area of Robinson Drive where it was determined that someone had entered a vacant business and vandalized the business with spray paint. The business had been closed for several months.
- **Traffic control**: Patrol units responded to the area of Hood Avenue between GA Hwy 85 and Tiger Trail for control traffic due to a natural gas line leak from the construction of the new round-a-bout. Traffic was stopped and re-routed for two hours until crews could cap the leak.
- **Traffic Stop/Felony drug possession**: Patrol units stopped a vehicle in the area of GA Hwy 85 and Pavilion Parkway. During the investigation, FVPD was able to locate 46 grams of marijuana packaged for distribution, digital scales and a stolen semi-automatic pistol. The driver was charged with multiple felonies.
- Numerous arrest for traffic offenses (10), DUI (5)
- Several Arrest for shoplifting (6)
- 3 Wanted persons located
- Several arrest for offenses not listed above (4)

Training Division

- Four Officers attended training at various locations during the week.

- Four Officers were registered for classes.

Criminal Investigation

- Detectives investigated a report of robbery 125 Pavilion Parkway. Upon the officers' arrival they found a 69-year-old female sitting in a chair at the customer service desk. Detectives reviewed the video from surrounding stores but the video footage does not indicate any signs of a struggle as reported. A miscellaneous report was taken, and this case is still under investigation. Victim was transported to Fayette Piedmont Hospital to be checked out. The family of the victim is advising of some dementia.
- Detectives were working a runaway juvenile case from Hill Street. This is not the first time the juvenile has runaway and at the time of report the mother did not want to sign a juvenile petition. Juvenile was entered onto GCIC as a runaway. The juvenile was located a short time later and returned to his mother's custody.
- Weekly Stats:
 - Investigations assigned **13** cases this week.
 - Investigations cleared **18** cases this week.

Office of Professional Standards

- The front office answered 153 phone calls, handled 65 walk-ins, and referred 33 accident reports and 22 incident reports. A total of 18 alcohol server permits were processed and 5 impounds were released, ran 12 background checks, 5 tags and 5 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 66 emergency calls for service during the week.
- Volunteer: The April 4th volunteer meeting was held at Station 91.
- Projects:
 - Continued work on budget for FY 2017.